

Microsoft Access MCQ Question Answer

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Question: 1. When entering field name, how many characters you can type in maximum?

- Option A. 60
- Option B. 64
- Option C. 68
- Option D. Any number of character

Question: 2. It is a database object to view, change, and analyze data in different ways

- Option A. query
- Option B. form
- Option C. report
- Option D. None of the above

Question: 3. Which of the following creates a drop down list of values to choose from a list?

- Option A. OLE Object
- Option B. Hyperlink
- Option C. Memo
- Option D. Lookup Wizard

Question: 4. To achieve AND effect when you are entering criteria in a query design window

- Option A. write criteria values vertically one in a row
- Option B. write criteria values horizontally
- Option C. Write criteria values in same field separated with AND
- Option D. Write criteria values in same field separated with &

Question: 5. A search value can be an exact value or it can be

- Option A. Logical Operator
- Option B. Relationship
- Option C. Wild card character
- Option D. Comparison operation

Question: 6. What are the columns in a Microsoft Access table called?

- Option A. Rows
- Option B. Records
- Option C. Fields
- Option D. Columns

Question: 7. What is a form in MS Access

- Option A. It is a printed page where users will write their data to fill it up

- Option B. It is an input screen designed to make the viewing and entering data easier
- Option C. This is an important part of database used by analysts to draw conclusions
- Option D. All of above

Question: 8. You can automatically include all of the field in a table in a query by___ a strike that appear list box in query design view

- Option A. Clicking
- Option B. Right clicking
- Option C. Double clicking
- Option D. None of the above

Question: 9. It is a sign or symbol that specifies, operator, and values that produce a result

- Option A. operator
- Option B. query
- Option C. expression
- Option D. None of the above

Question: 10. We can remove a relationship defined between two tables by

- Option A. From Edit menu choose Delete Relationship
- Option B. Select the relationship line and press Delete
- Option C. Choose Delete option from Relationship menu
- Option D. All of above

Question: 11. What do you mean by one to many relationship between Student and Class table?

- Option A. One student can have many classes
- Option B. One class may have many student
- Option C. Many classes may have many students
- Option D. Many students may have many classes

Question: 12. We can remove a relationship defined between two tables by

- Option A. From Edit menu choose Delete Relationship
- Option B. Select the relationship line and press Delete
- Option C. Choose Delete option from Relationship menu
- Option D. All of above

Question: 13. Unlike text data type, this can store up to maximum of 65, 535 characters.

- Option A. memo
- Option B. data/time
- Option C. number
- Option D. All of above

Question: 14. The___ operator will cause a record to be selected only if two or more conditions are satisfied

- Option A. Or
- Option B. If or
- Option C. Range
- Option D. And

Question: 15. Which field type can store photos?

- Option A. Hyperlink
- Option B. OLE
- Option C. Both of these can be used
- Option D. Access tables cant store photos

Question: 16. Queries in Access can be used as

- Option A. view, change and analyze data in different ways
- Option B. a source of records for forms and reports
- Option C. Only a
- Option D. Both a and b

Question: 17. While creating relationship, when you drag a field of a field to drop into another table the mouse pointer changes into

- Option A. a doctors sign
- Option B. thin + sign
- Option C. outline rectangle
- Option D. None of above

Question: 18. Which of the following is a method to create a new table in MS Access?

- Option A. Create table in Design View
- Option B. Create Table using wizard
- Option C. Create Table by Entering data
- Option D. All of above

Question: 19. It is most common type of query. It retrieves records from one or more tables and then displays the

- Option A. Parameter
- Option B. Select
- Option C. crosstab
- Option D. All of above

Question: 20. What is the difference between Open and Open Exclusively?

- Option A. Open statement opens access database files and Open Exclusively opens database files of other program like Oracle
- Option B. Open Exclusive locks whole database so that no one can access it whereas Open locks only the record that is being accessed
- Option C. Both Open and Open Exclusively are same

Option D. Open Exclusive command does not exist in MS Access

Question: 21. Which of the following statement is true

Option A. Reports can be used to retrieve data from tables and calculate

Option B. Queries can be printed in well formatted manner and presented as the information

Option C. Queries can include calculated fields that do not exist in table

Option D. Reports and forms are similar but forms are use to print but reports to display on screen only

Question: 22. It is a query that when run displays its own dialog box prompting you for information, such as

Option A. Select

Option B. crosstab

Option C. Parameter

Option D. Append

Question: 23. It is used to calculate and restructure data for easier analysis of your data. It calculates the sum,

Option A. Parameter

Option B. Select

Option C. crosstab

Option D. Append

Question: 24. What is the maximum length a text field can be?

Option A. 120

Option B. 255

Option C. 265

Option D. 75

Question: 25. Which of the following statement is true?

Option A. Foreign key fields dont allow duplicate values

Option B. In primary key field you can enter duplicate value

Option C. In an indexed field you may or may not enter duplicate value depending upon setting

Option D. All statements are true

Question: 26. Microsoft Access is a

Option A. RDBMS

Option B. OODBMS

Option C. ORDBMS

Option D. Network database model

Question: 27. If you need to edit a relationship

Option A. Right click the relationship line and choose Edit Relationship

Option B. Double click the relationship line

Option C. Both of above

Option D. None of above

Question: 28. DCL provides commands to perform actions like

Option A. Change the structure of tables

Option B. insert, update or delete records and data values

Option C. authorizing access and other control over database

Option D. None of above

Question: 29. Which of the following store command to retrieve data from database?

Option A. Forms

Option B. Reports

Option C. Queries

Option D. Tables

Question: 30. Both conditions display on the same row in the design grid when ___operator is in use

Option A. OR

Option B. IN

Option C. AND

Option D. LIKE

Answer Sheet

1	B	
2	A	
3	D	
4	B	
5	C	
6	C	
7	B	
8	C	
9	A	
10	B	
11	A	
12	B	
13	A	
14	D	
15	B	
16	D	
17	C	
18	D	
19	B	
20	B	
21	C	
22	C	
23	C	
24	B	
25	C	
26	A	
27	C	
28	C	
29	C	
30	C	